

MLTI EP Summer Redistribution 2015 - Process Guide

Pickup Schools

Step 1

Contact your assigned EP School and schedule a time to pick up the additional assets that your school needs.

Step 2

Be sure that all chargers, cables and duckheads (for MacBook/iPad chargers) are included.

Step 3

Review the "Pickup form" given to you by the EP School representative. All of your asset numbers should be listed on the form. Once you have reviewed this form, sign and date the form. You may want to request a copy of this form for your school records.

Step 4

Accept the assets that have been transferred to your school in the Asset Manager.

Note: After 10 business days of signing this form your school accepts all financial responsibility for any out of warranty damages.

Step 5

You're done! Enjoy the summer! Thanks again for your help and cooperation in making sure we have a smooth and successful distribution of assets.

Terms and Conditions for Pickup Schools

As a pickup school you agree that all assets have been transferred to your school in the Asset Manager by the EP School. You also acknowledge that after 10 business days of receiving your assets, your schools takes on full financial responsibility of any out of warranty damage. If a device is found to have been damaged, you will not be financial responsible for it if it's reported to MLTI within the first 10 business days. You can report any problems by emailing the MLTI Project Office at mlti.project@maine.gov or by calling (207) 624-6746. The EP School is not financially responsible for any out of warranty damages found on the assets.